

Wisconsin Department of Regulation & Licensing

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DIVISION OF BUSINESS LICENSURE AND REGULATION

NOTIFICATION OF CHANGE OF OWNERSHIP AND APPLICATION FOR INITIAL & RENEWAL SCHOOL CREDENTIAL

This application must be notarized and returned with the appropriate fee. Please make check or money order payable to the Department of Regulation and Licensing.

1. Indicate the type of school applying for:

☐ BARBERING AND COSMETOLOGY
☐ MANICURING

☐ ELECTROLOGY
☐ AESTHETICS

2. Provide the name and address of the school:

Proposed Opening Date:

Effective Date of Change of Ownership:

TELEPHONE NUMBER: ()

3. Provide the names of all owners. Provide the name of the corporation or partnership, if applicable. For additional space, please attach an additional sheet.

Ownership Name: _____

If the owner is a corporation, a copy of the articles of incorporation, and most recent annual report filed with the secretary of state, together with a list of names and addresses of the incorporators, officers, directors, and shareholders of the corporation shall be submitted. No identification is required of any shareholder owning or controlling fewer than 10% of the shares of the corporation. If the owner is a partnership, the names and addresses of all partners and a copy of the partnership agreement shall be submitted.

4. Provide the name and Wisconsin address of a designated agent upon whom any process, notice, demand or other document may be served:

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5. Provide a list of the names and addresses of all schools of any description whatsoever currently or previously owned or operated by any of the owners of the school applying for licensure. If the owner of the school is a corporation or partnership, a list of the names and addresses of all schools of any description whatsoever which are currently or were previously owned or operated by any of the incorporators, officers, directors, or shareholders of the corporation or partners. No report is required for any shareholder owning or controlling fewer than 10% of the shares of the corporation.

For every school required to be listed, attach a detailed statement with all pertinent details indicating:

Whether the school was ever denied accreditation by any accrediting agency;
Whether the school was ever denied a license or had a license suspended, limited, restricted or revoked;
Whether the school was ever subject to any form of receivership; and,
Whether the school ever the subject of or named in any lawsuit alleging fraud, misrepresentation or violation of law?

6. Provide the name and address of company issuing surety bond and the amount of the bond. Please submit a current surety bond.

Amount of surety bond: \$ _____

7. If applying for the initial credential, please indicate the number of students anticipated during the license period:

If applying for the renewal of the credential, please indicate the number of students currently enrolled and the number anticipated to be enrolled during the license period: _____

8. Names and credential numbers of all instructors hired by the school to provide practical and theory instruction: (attach additional sheet if necessary)

NAME _____

CREDENTIAL NUMBER _____

NAME _____

CREDENTIAL NUMBER _____

NAME _____

CREDENTIAL NUMBER _____

9. Has a certified public accountant completed financial statements, consisting of a balance sheet, a profit and loss statement, and a cash flow statement?

YES NO
☐ ☐

Are copies of the statements on file at the school and available for inspection upon request by the department?

☐ ☐

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10. For initial credential, please verify by checking each item below that the school is in compliance and that you have submitted the following documents:

- _____ A detailed floor plan of the premises to be used by the school which identifies the site of the school and includes a description of fixtures and equipment.
- _____ A copy of the school catalog and the completed REQUIRED CONTENTS FOR SCHOOL CATALOGS (Form #2037).
- _____ A copy of the student contract and the completed REQUIRED CONTENTS FOR STUDENT CONTRACTS (Form #2036).
- _____ A copy of the partnership agreement, if owned as a partnership.
- _____ A copy of the articles of incorporation and most recent annual report filed with the secretary of state, if owned as a corporation.
- _____ A copy of the curriculum which satisfies the course of instruction requirements of Ch. BC 5, Wis. Admin. Code.
- _____ A copy of current surety bond.

11. For renewal of credential, please verify by checking each item below that the school is in compliance and that you have submitted the following documents:

- _____ A detailed floor plan of the premises to be used by the school which identifies the site of the school and includes a description of fixtures and equipment.
- _____ A copy of the school catalog and the completed REQUIRED CONTENTS FOR SCHOOL CATALOGS (Form #2037).
- _____ A copy of the student contract and the completed REQUIRED CONTENTS FOR STUDENT CONTRACTS (Form #2036).
- _____ A copy of the partnership agreement, if owned as a partnership.
- _____ A copy of the articles of incorporation and most recent annual report filed with the secretary of state, if owned as a corporation.
- _____ A copy of every advertisement used by the school in the 12 months preceding the date of the application for license renewal, including the script for every radio or television advertisement.
- _____ If the curriculum has changed since application for initial credential, please submit a copy to verify compliance with Ch. BC 5, Wis. Admin. Code.
- _____ A copy of current surety bond.

12. For change of ownership, a copy for the surety bond required by s. 440.62(2)(a), Stats., MUST accompany this application.

Verify by checking that each item below is in compliance. If there have been changes in any of the items, please submit a copy along with this application.

- _____ Detailed floor plan of the premises.
- _____ School catalog (complete Form #2037 if changed).
- _____ Student contract (complete Form #2036 if changed).
- _____ Copy of the partnership agreement, if owned as a partnership.
- _____ Copy of the articles of incorporation and most recent annual report filed with the secretary of state, if owned as a corporation.
- _____ Curriculum is in compliance with Ch. BC 5, Wis. Admin Code

13. AFFIDAVIT. I, _____, state that all statements contained in this application are true in every respect. I understand that a false statement (sec. 946.32, Stats.) made in connection with this application will be grounds for denial or revocation of the school credential.

Signature of Owner

Date